
Community Education and Outreach Deputy Branch Chief

Position Statement

Assists the CEO Branch Chief to create and develop a mitigation education and outreach strategy appropriate for the type and extent of the disaster. Supervises the Functional Area Managers and the Administrative staff as designated by the CEO Branch Chief. Insures compliance to the policy and operational guidance established by the Branch Chief to meet outreach objectives and goals in support of State strategies. Establishes procedures for conducting day-to-day operational activities. The Deputy CEO Branch Chief reports directly to the CEO Branch Chief.

Attributes

Knowledge

Extensive knowledge of FEMA mitigation programs, FEMA response and recovery mission, roles and responsibilities of other federal and state agencies, public and private business, environmental considerations, community planning issues and media technology. Familiar with the Automated Deployment Database System and understands the ***Project Impact Program*** and partnership objectives. Knows all phases of CEO Branch functions and responsibilities. Familiar with policies concerning equal employment opportunities, ethics, and safety.

Skills and Abilities

- ❑ Efficiently manages multiple complex projects. Uses clear and concise oral and written communication, organizes time and resources for maximum efficiency. Uses effective supervisory, interpersonal, administrative, leadership, public speaking, team building, negotiation, presentation, and interviewing skills.
- ❑ Establishes priorities, appropriately delegates responsibilities and authority and is an effective problem solver.
- ❑ Makes logical and mission oriented decisions and readily accepts responsibility for actions.
- ❑ Operates computer and uses MS Office programs.
- ❑ Operates under stressful conditions in a politically sensitive environment.

Duties

- ❑ Assist the CEO Branch Chief in the development of the Early Implementation Strategy Plan.
- ❑ Assist the CEO Branch Chief with any and all CEO Branch Chief duties as assigned.
- ❑ Determine ***Project Impact Partners*** located in impacted area.
- ❑ Requests and monitors the volunteers from AmeriCorps*.
- ❑ Provides task assignments for AmeriCorps* staff.
- ❑ Attend Mitigation Division staff meetings as directed.
- ❑ Supervise administration staff to insure support to all function management areas.

- ❑ Supervise and coordinate functional area managers' interaction with DFO program area liaisons and state counterparts.
- ❑ Ensure Performance Appraisals follow the guidelines of ERO, assists in employee development; complies with regulations and encourages/recognizes employee achievements.
- ❑ Arbitrate resource allocations amongst the branch.
- ❑ Execute signatory approval for all required documents.
- ❑ Ensure dissemination of internal/external communication and directives.
- ❑ Maintain an acute awareness of community issues.